

Department of Health and Human Services

Centers for Medicare & Medicaid Services

Office of Research, Development, and Information

Hispanic Health Services Research Grant Program

2005 EDITION – 7th Year of the Hispanic Announcement

Funding Opportunity Number

HHS-2005-CMS-HHS-0004

CFDA No. 93.779

Application Deadline Date: June 10, 2005

Letters of Intent due: May 12, 2005

April 18, 2005

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FUNDING OPPORTUNITY ANNOUNCEMENT

HISPANIC HEALTH SERVICES RESEARCH GRANT PROGRAM

OVERVIEW INFORMATION:

AGENCY NAME: Department of Health and Human Services
Centers for Medicare & Medicaid Services
Office of Research, Development, and Information

FUNDING OPPORTUNITIES TITLE: Hispanic Health Services Research Grant Program

ANNOUNCEMENT TYPE: 7th Year of the Hispanic Research Grant Announcement

FUNDING OPPORTUNITY NO.: HHS-2005-CMS-HHS-0004

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DATES:

Date of Issue	April 18, 2005
Letter of Intent Due Date	May 12, 2005
Application Deadline Date	June 10, 2005
Award Announcement	October, 2005
Grant Period	2 years after award

EXECUTIVE SUMMARY

HISPANIC HEALTH SERVICES RESEARCH GRANT PROGRAM

The purpose of the Centers for Medicare & Medicaid Services' Hispanic Grant Program is to implement Hispanic American health services research activities to meet the needs of diverse CMS beneficiary populations. The grant program is designed to: 1) encourage Hispanic health services researchers to pursue research issues which impact the Medicare, Medicaid, and SCHIP programs, 2) assist CMS in implementing its mission focusing on health care quality and improvement for its beneficiaries, 3) assist Hispanic researchers by supporting extramural research in health care capacity development activities for the Hispanic American communities, 4) increase the pool of Hispanic American researchers available to implement the research, demonstration, and evaluation activities of CMS, 5) promote research that will be aimed at developing a better understanding of health care services issues pertaining to Hispanic Americans, and 6) foster an Hispanic network for communication and collaboration regarding health care issues.

This program is consistent with President George Bush's Executive Order 13230, directing an interagency approach to developing, monitoring, and coordinating federal efforts to promote high-quality education for Hispanic Americans. The Commission works to develop ways to maximize the effectiveness of Federal education initiatives within the Hispanic community. This program is one strategy to increase the participation, promotion, and professional development of Hispanic investigators in health services research.

Funding is available for grants to implement research related to health care delivery and health financing issues affecting Hispanic American communities, including issues of access to health care, utilization of health care services, health outcomes, quality of services, cost of care, health and racial disparities, socio-economic differences, cultural barriers, managed care systems, and active ties related to health screening, prevention, outreach, and education.

To be eligible for grants under this program, an organization must be an Hispanic Serving Institution (HSI), Organization, or Association and meet one of the following four requirements: 1) offer a Ph.D. or Master's Degree Program in one or more of the following disciplines Allied Health, Economics, Gerontology, Health Services Administration, Health Care Administration, Health Education, Health Management, Human Services and Consumer Sciences, Nursing, Nutrition, Pharmacology, Psychology, Public Health, Public Policy, Social Work; or 2) be a member of Hispanic Serving Health Professions Schools; or 3) be a member of the Inter-University Program for Latino Research (IUPLR); or 4) be a member of Hispanic serving organizations or professional associations with a health services research component; or 5) demonstrate the capacity to conduct research on health services delivery or financing issues relevant to Medicare, Medicaid, and SCHIP programs.

HISPANIC HEALTH SERVICES RESEARCH GRANT ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION: REQUESTS FOR PROPOSALS

1. Introduction

The Centers for Medicare & Medicaid Services (CMS) is announcing the availability of funds under its grant program to assist Hispanic investigators in conducting health services research for 2005. This announcement seeks competitive applications for small applied research projects that relate to identifying and evaluating solutions for eliminating health disparities among Hispanic Americans. Additionally, the project should, enhance the capacity of Hispanic researchers to successfully compete for CMS research and program funds in the future. Investigators should be associated with a university, college, community-based organization, or a professional association that has a health services research component. We encourage researchers to use CMS data as part of their research projects. Hispanic researchers are expected to become involved in the design, implementation, and operation of research projects that address health care issues such as financing, delivery, access, quality, and barriers affecting the Hispanic American community. CMS is seeking these types of research projects because of its belief that Hispanic researchers play a pivotal role in finding solutions to the many difficult health issues that have a significant impact on the health of Hispanic Americans. The unique expertise, knowledge, reputation, and sensitivity that Hispanic investigators can bring to the design, implementation, and operation of such research will be key to advancing the national, state, and local agenda of eliminating health disparities.

The President's Advisory Commission on Educational Excellence for Hispanic Americans issued a directive to increase the participation of Hispanic Americans in federal education programs and services. This includes Hispanic-serving school districts, Hispanic Institutions, and other educational institutions for Hispanic Americans. The Commission advises the President and the Secretary of Education on these issues. President George Bush's Executive Order 13230, signed on October 12, 2001 directed an interagency approach to developing, monitoring, and coordinating federal efforts to promote high-quality education for Hispanic Americans. The Commission works to develop ways to maximize the effectiveness of Federal education initiatives within the Hispanic community.

The commission is also charged with the development of a monitoring system that will measure and hold executive branch departments and agencies accountable for the coordination of federal efforts to ensure the participation of Hispanic Americans in federal education programs. It will examine available research and information on the effectiveness of current practices at the local, state and federal levels in closing the educational achievement gap for Hispanic Americans and attaining the goals established by the President's "No Child Left Behind" educational blueprint. The Executive Order calls for a series of actions covering a broad scope of issues including health services research, conferences, service delivery, data collection, and customer service capability for Hispanics. CMS's Hispanic Health Services Research Grant Program is in accordance with the Executive Order. This program is one strategy to increase the

participation, promotion, and professional development of Hispanic investigators in health services research.

2. CMS/Hispanic Partnership

CMS is committed to developing a partnership with Hispanic researchers to achieve the goals of the President's Executive Order. CMS wants to make sure that Hispanic researchers receive opportunities to compete for its extramural research funds and gain a better understanding of its research interests. This announcement, the 2005 CMS Hispanic Health Services Research Grant Program, is related to the priority area of CMS's research programs for health care and financing issues in the Hispanic American community.

3. Detailed Purposes of Grant Program

The purpose of this announcement is to support Hispanic American health services researchers in carrying out health services research activities to meet the needs of diverse CMS beneficiary populations. The goals of the Hispanic Health Services Research Grant Program are to: 1) encourage Hispanic health services researchers to pursue research issues which impact the Medicare, Medicaid, and SCHIP programs, 2) assist CMS in implementing its mission focusing on health care quality and improvement for its beneficiaries, 3) assist Hispanic researchers by supporting extramural research in health care capacity development activities for the Hispanic American community, 4) increase the pool of Hispanic American researchers available to implement the research, demonstration, and evaluation activities of CMS, 5) promote research that will be aimed at developing a better understanding of health care services issues pertaining to Hispanic Americans, and 6) foster an Hispanic network for communication and collaboration regarding health care issues.

4. Health Issues of Concerns

CMS is interested in the following types of proposals:

(a) Proposals that address research on disseminating information and improving health-related attitudes, knowledge, beliefs, and practices related to the following six health conditions:

- Infant Mortality
- Cancer Screening and Management
- Cardiovascular Disease
- Diabetes Mellitus
- HIV/AIDS
- Adult and Childhood Immunizations

Other Population Specific Health Concerns

- Asthma
- Obesity
- Oral Health
- Mental Health

(b) Proposals that address research to:

- Remove barriers and improving access to health services
- Reduce health disparities and socioeconomic differences in health services
- Increase the efficient utilization of health services
- Improve quality of care
- Reduce health care costs
- Increase preventive services (for example – mammography and prostate screening; children with asthma who are Medicaid recipients)
- Improve HIV and AIDS outcomes among Medicare or Medicaid beneficiaries

as these issues relate to the six health priority conditions and other population specific health concerns listed above. **All proposals should describe research to be conducted with relevance to the CMS Medicare, Medicaid, and SCHIP programs.**

5. Types of Studies

CMS is interested in supporting the following two types of studies.

- a) **Educational Intervention Studies.** These studies will inform populations-at-risk about certain health problems especially as they relate to Hispanic Americans. A follow-up plan should be developed to determine the effectiveness of the intervention. An example might include developing an educational program to enhance the awareness, knowledge, and understanding of Hispanic Americans about prevention, treatment, services, and/or strategies for accessing the health care system. The project should reach a minimum of 400 participants.
- b) **Developmental Intervention Studies.** These studies will develop promising new approaches to reducing disease, encouraging changes in health behavior, and promoting health among Hispanic Americans. For example, using computers to disseminate health related information or testing the effectiveness of a health hotline in reducing health disparities. The project should reach a minimum of 400 participants.

II. AWARD INFORMATION

1. Timing and Duration of Award

This Announcement will use the CMS grant award mechanism. Under this award, CMS's purpose is to support the recipient's research activities by providing funding and

technical assistance upon request. Responsibility for the planning, direction, and execution of the proposed project will be solely that of the applicant. The total project period for applications submitted in response to the present solicitation may not exceed two years.

2. Amount and Number of Grants to Be Awarded

Eligible researchers may request \$100,000 to \$125,000 per year for up to two (2) years for a variety of health services research projects. This program announcement provides researchers interested in applying for this funding with information concerning eligibility requirements, application procedures, general policy considerations, application review criteria, and selection criteria.

The total budget for each award should include **both direct and indirect costs**. The indirect costs should not exceed 10%. We anticipate that most awards will be in the range of approximately \$100,000 to \$125,000 per year for a maximum of two years. The number of grants depends on the availability of funds and the technical quality of applications. CMS strongly encourages collaboration between institutions to implement their research projects.

If an application was submitted in response to a prior year's solicitation under this grant program, but was not funded, a new application must be submitted.

3. Schedule of Processing

- Application Deadline - June 10, 2005
- Technical Panel Review - July 2005
- CMS Review - August 2005
- Announcement of Awards - October 2005

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

Applicants must meet **one** of the following five requirements in order to qualify for funding under this grant program.

1. A faculty member of Hispanic Serving Institutions (HSIs) offering a Ph.D. or Master's Degree Program in **one or more** of the following disciplines:

Allied Health
Computer Science
Economics
Gerontology
Health Services Administration
Health Care Administration

Health Education
Health Management
Human Services and Consumer Sciences
Nursing
Nutrition
Pharmacology
Psychology
Public Health
Public Policy
Social Work; **or**

2. A member of Hispanic Serving Health Professions Schools; **or**
3. A member of the Inter-University Program for Latino Research (IUPLR); **or**
4. A member of Hispanic serving organizations or professionals associations with a health services research component; **or**
5. Demonstrate the capacity to conduct research on health services delivery or financing issues relevant to the Medicare, Medicaid, and SCHIP programs.

2. Matching Requirement

CMS' grant authority under section 1110 of the Social Security Act requires cost-sharing by applicants. To comply with this requirement, CMS is requiring that applicants provide cost-sharing equal to at least one percent of the amount of the award. This cost-sharing requirement may be satisfied through in-kind contributions.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

CMS is accepting new applications for this program electronically via Grants.gov. Applicants are strongly encouraged to apply electronically by visiting the Web site <http://www.grants.gov> and following instructions under "APPLY." The applicant must register in the Central Contractor Registration (CCR) database in order to be able to submit the application. Information about CCR is available at <http://www.grants.gov/CCRRegister>.

A hard copy of the application is available from the Office of Acquisition and Grants Management CMS, Room C2-21-15, 7500 Security Boulevard, Baltimore, Maryland 21244-1850, telephone number 410-786-6639, attention: Nettie Faulkner (e-mail-nfaulkner@cms.hhs.gov). Please be sure to include the name, mailing address, and phone number of a contact person for the institution requesting the application.

2. Content and Form of Application Submission

The investigator must complete and submit an application package. If an application was submitted in response to a prior year's solicitation under this grant program, but was not funded, a new application must be submitted. The narrative portion of the application should not exceed 25 typewritten double-spaced pages. Times New Roman with 12 Font should be used. While additional documentation may also be submitted, such materials should be limited to information relevant to the specific scope and purpose of the proposed project. Each application received from an eligible institution will be reviewed for merit by a panel of technical experts. Since CMS anticipates a large number of applications for each panel member to review, it is important that your application is concise, yet thorough.

The following items **are not included** in the Project Narrative portion of the application and, therefore, are not included in the 25 page limit:

- Applicant's Title Page and Cover Letter;
- Standard Forms from the Application Forms Kit;
- Letters of Agreement and Support;
- Resumes;
- Project abstract;
- Budget Narrative/Justification;
- Other Support Documents;
- Budget Forms; and
- Appendices.

a) Required Contents of the Application

A complete proposal consists of the following materials organized in the sequence indicated. Please ensure that the project narrative is page-numbered. The sequence is:

- Applicant's Title Page and Cover Letter;
- Standard Forms from the Application Forms Kit;
- A letter of endorsement from the President or an other official from the Institution;
- Project Abstract;
- Project Narrative;
- Budget Narrative/Justification;
- Budget Forms;
- Required Appendices;
- Attachments (e.g., Letter of Agreement or Support);
- Required appendices; and
- Supporting documentation

b) Cover Letter

The letter must include the title, principal investigator, and a brief description of the proposed project; indicate the target population and a contact person and contact information. The letter must also include the names of all institutions collaborating in the project and indicate that the applicant institution has clear authority to perform the proposed activities and is capable of implementing this project.

c) Standard Forms from the Application Forms Kit

The following standard forms must be completed with an original signature and enclosed as part of the proposal:

- SF424: Application for Federal Assistance
- SF424A: Budget Information
- SF424B: Assurances – Non-Construction Programs
- SFLLL: Disclosure of Lobbying Activities
- Biographical Sketches
- Additional Assurances

You may obtain copies of these forms directly from the CMS Web site at:

<http://www.cms.hhs.gov/researchers/priorities/grants.asp>.

d) Table of Contents

e) Project Abstract

The application should include a single space (one-page) abstract. The abstract should address: 1) Statement of the Problem - Describe what the investigator wants to do and why - e.g. the problem that is being addressed, potential impact of the intervention on the problem, project purpose, goals and objectives, relevance to CMS mission/programs (for example, Medicare, Medicaid, or SCHIP), and need for the research project. 2) Methodology of the proposed project - How does the investigator intend to implement the project? 3) Ability to implement the research project - Discuss the implementation strategy and management plan (workplan), 4) Institutional structure and capabilities - Does the institution have the structure and capacity to conduct the research project? 5) Collaboration with an institution and/or community/health organization - Describe the type and degree of collaboration.

f) Project Narrative

The project narrative should provide a concise and complete description of the proposed project. It should contain the information necessary for the review

panelists to fully understand the project. It should cover all aspects of the project requirements.

g) Budget Narrative/Justification and Resources

The applicant should provide a detailed breakdown of the aggregate numbers for the budget recorded on Standard Form 424 (SF 424) "Application for Federal Assistance," including allocations for each major set of activities or proposed tasks. The proposed budget should distinguish the proportion of grant funding designated for each activity. The budget must clearly identify what funds will be administered directly by the lead agency and what will be subcontracted to other partners. The designated lead agency is solely responsible for the fiscal management of the project.

h) Letters of Agreement, Endorsement, or Support

Provide a set of endorsements from collaborating organizations outlining their contributions, roles, and responsibilities relative to the projects and commitments that have been pledged for the proposed project. Include individual letters of support as appropriate.

i) Required Appendices

- Key Staff Qualifications – including a biographical sketch or resume of key staff describing their qualifications.
- Project Work Plan/Timeline: Include a project work plan and timeline. All of the project goals should be included in the work plan.
- Memoranda of Understanding – reflecting the collaborative relationships between relevant institutions.

j) Supporting Documentation

NOTE: If the proposal does not comply with the guidelines in the Announcement (proper format, table of contents, executive summary, etc.) it will not be reviewed. Acceptable applications, i.e. those that meet the above criteria, will be reviewed using the procedures as described.

3. Submission Dates and Times

You are strongly encouraged to submit your application electronically.

Hard copies of the original application, signed by the university President or other official having authority to legally bind the institution to the performance of a grant, if approved, and two copies shall be submitted. **The original should be bound and the two copies should be unbound. Please do not use staples. Send a diskette (Microsoft Word)**

with the 25 page narrative portion of the application. Mail the original, two copies of the application, and the diskette to:

Centers for Medicare & Medicaid Services
Office of Acquisition and Grants Management
Division of Research Contracts and Grants
Attn: Ms. Nettie Faulkner
Mail Stop C2-21-15
7500 Security Boulevard
Baltimore, Maryland 21244-1850

The mailed application shall be received on or before June 10, 2005.

or

Hand deliver the original and two copies of the application by **close of business 5:00 p.m.** (EST) on Friday, June 10, 2005 to the above location.

To expedite the receipt of your application, you are strongly urged to send it by Federal Express or Express Mail. All applications must be postmarked and received on or before **Friday, June 10, 2005.** An application must show one of the following as proof of mailing: a legibly dated U.S. Postal Service postmark, a legible mail receipt with the date of mailing stamped by the U.S. Postal Service or a dated shipping label, invoice, or receipt from a commercial carrier. Private metered postmarks will not be acceptable as proof of timely mailing.

Upon receipt of an application, the Office of Acquisition and Grants will mail a notification of receipt to the institution. If an institution fails to receive the notification of receipt within 15 days from the date of mailing the application, the institution should call the Office of Acquisition and Grants Management at 410-786-7080.

Late applications: Any application that does not meet the above criteria will be deemed a "late application." Those institutions submitting a late application will be notified that the application was not considered in the competition. If the application is sent timely but is received after the deadline, an application can be accepted for review only if it is received in time for orderly processing.

Letter of Intent

Prospective applicants are asked to submit by May 12, 2005, a letter of intent (LOI) that includes a title and description of the proposed project, address, and telephone number of the investigator(s), the identities of other key personnel, and the names of participating institutions. The letter of intent should not exceed one page. Although a letter of intent is not required, is not binding, and does not enter into the review of a subsequent application, the information allows CMS's staff to estimate the potential review workload

and facilitates planning for the review process. The letter of intent should be sent to the project officer listed under INQUIRIES.

4. Intergovernmental Review

This grant is not subject to Executive Order 12372 concerning “Intergovernmental Review of Federal Programs.

5. Funding Restrictions

a) Grant funds may be used for any of the following:

Personnel costs, which may include project support staff and contracts for collaboration.

Costs of data collection and transmission.

Travel costs as they pertain to the administration and conduct of the grant.

Training cost for program participants.

Indirect costs should not exceed 10%.

b) Grant funds may not be used for any of the following:

To provide direct services to individuals except as explicitly permitted under the grant solicitation.

To match any other Federal funds.

To provide services, equipment, or supports that are already the legal responsibility of another party under Federal law.

6. Other Submission Requirements

Dun and Bradstreet Number – Beginning October 1, 2003, applicants are required to have a Dun and Bradstreet (DUNS) number to apply for a grant or cooperative agreement from the Federal Government. The DUNS number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access the following Website:

www.dunandbradstreet.com or call 1-866-705-5711. This number should be entered in the block with the applicant's name and address on the cover page of the application (Item 5 on the Form SF-424, Application for Federal Assistance), with the annotation “DUNS” followed by the DUNS number that identified the applicant. The name and address in the application should be exactly as given for the DUNS number.

Institutional Review Board Approval

The applicant must include the outcome of their request for Institutional Review Board approval.

V. APPLICATION REVIEW INFORMATION

1. Criteria

We will use the following criteria to evaluate all applications for inclusion in the program. The total score for the criteria is 100 points.

To assist applicants in preparing the application and to aid the technical panel in its review, the narrative portion of the application should be written using the following format: 1) Statement of the Problem, 2) Methodology, 3) Ability to Implement the Research Project, 4) Institutional Structure and Capabilities, and 5) Collaboration with an HSI and/or Community/Health Organization. The panel reviewers will score the applications based on this format.

a) Statement of the Problem

The application must demonstrate that the applicant has a thorough understanding of the specific health problem(s) within the target population and the strategies required to address the problem(s) identified. The applicant should clearly describe the proposed project explaining what the researcher wants to do and why. This section of the application must describe the:

Project purpose, goals, and objectives
Need for the research
Potential impact of the intervention on the problem
Relevance of the project to CMS's mission/programs. How will the project improve the overall health outcomes and quality of care, reduce health disparities, and achieve savings for the targeted population (Medicare, Medicaid, or SCHIP programs)?

Panel scoring: 15 Maximum Points

b) Methodology

The applicant should explain how the researcher intends to implement the project. The applicant should make a complete and concise presentation of the methodology chosen for this project. It should cover all aspects of the project requirements. The proposal should provide clear and convincing evidence and supporting materials that are appropriate for the project, likely to improve quality of care and reduce health disparities for the targeted population. Any innovative features of the proposed project should be highlighted. The application must include:

Study design
Hypotheses or research questions

Data collection and data analysis plan as appropriate
Target population
Intervention strategies
Expected outcomes
Supporting research materials

Panel scoring: 30 Maximum Points

c) Ability to Implement the Research Project

The applicant should provide detailed information to demonstrate their technical understanding and capability of performing the requirements of the project, including:

A detailed implementation strategy and plan that includes a management plan (workplan) describing tasks, responsible individuals, timelines, and costs. A timetable of not more than 24 months with specific key actions and milestones should be included.

A budget narrative and a detailed justification

The capabilities/responsibilities of all personnel

A plan for the evaluation of this project

Panel scoring: 20 Maximum Points

d) Institutional Structure and Capabilities

The applicant should demonstrate clear and convincing evidence that the institution has the organizational infrastructure and management capacity to conduct the research project effectively, including:

Evidence of the availability and adequacy of the facilities, equipment, and financial management systems to conduct the project

A description of how the personnel will be organized, to whom they will report, and how they will (be used to) accomplish the goals and objectives or components of the project.

A Plan for budget and performance monitoring

Protocols to guide the administrative aspects of the project

Panel scoring: 20 Maximum Points

e) Collaboration with an HSI and/or Community/Health Organization

The applicant should describe the types and degrees of the collaborative relationships supporting the proposed research project that have been established or that may be established between the applicant HSI and other HSIs or community organizations. This description should include

specific information about the roles and responsibilities of each collaborator on the project. Letters of support from collaborating organizations outlining their contributions, roles, and responsibilities relative to the research project should be included in the proposal. Collaborating organizations may include the following:

Community-based Health Organizations
Faith-based Organizations
Social Organizations

Panel scoring: 15 Maximum Points

2. Review and Selection Process

An independent review will be conducted by a panel of experts from the academic community and the Department of Health and Human Services. The panel will be convened during the summer of 2005. The panelists' comments and recommendations will be condensed into a summary statement that will assist CMS in making the final award decisions. Acceptable applications will be referred to the technical review panel for evaluation and scoring. The technical panel will use the information to judge the likelihood that the project will be successfully implemented and will have tangible, beneficial outcomes.

3. Anticipated Announcement and Award Dates

The applicant will receive written notification of the award decision. CMS expects to announce award decisions by October 2005. Awards will be made to successful applicants during October 2005.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices

The award decision will be made by the Director and Senior staff members, Office of Research, Development, and Information, Centers for Medicare & Medicaid Services, after consideration of the comments and recommendations of the technical review panelists and availability of funds. CMS reserves the right to determine which qualified applications will receive funding under this program. Technical assistance will be made available post award to the awardee.

Successful applicants will receive an official Notice of Grant Award (NGA), signed by the CMS Grants Officer that will set forth the amount of the award and other pertinent information, along with a set of Terms and Conditions for fulfillment of the grant specifically applicable to the applicant. The NGA is a legal document issued to notify the grantee that an award has been made and that funds may be requested from the HHS payment system. The successful applicant will be required, within 30 days of receipt of

the Notice of Grant Award, to sign and return a signature page included at the end of the Terms and Conditions that demonstrates agreement to accept the grant and its Terms and Conditions.

If funded, the **awardee must submit an article to a referee journal** describing the findings of the study. All published reports, both formal and informal, should acknowledge grant support with the following footnote "This project was supported with funding from the Centers for Medicare & Medicaid Services." Before submitting a manuscript or a publication, the principal investigator must consult with the Project Officer. When a manuscript resulting from this grant is accepted for publication the principal investigator must promptly notify the Project Officer of its acceptance and the date it is scheduled to be published. The awardee is also required to participate in CMS sponsored research conferences. At these conferences, the awardee will present preliminary and/or final results of his/her study.

2. Administrative and National Policy Requirements

General Terms and Conditions for these grants are available for reference on our website at <http://www.cms.hhs.gov>. In addition to the General Terms and Conditions, applicants should be aware that they may be required to comply with Special Terms and Conditions that will apply specifically to the proposal. These terms and conditions are used to clarify particular grant activities and assure that grant funding is being used in a permissible manner. Because these terms and conditions are written specific to the applicant grant, it is not possible to review them prior to application submission.

All Grantees receiving awards under this grant program must meet the requirements of:

Title VI of the Civil Rights Act of 1964;
Section 504 of the Rehabilitation Act of 1973;
The Age Discrimination Act of 1975;
Hill-Burton Community nondiscrimination provisions; and
Title II, Subtitle A, of the Americans with Disabilities Act of 1990.

3. Reporting

- a) Grantees must agree to fully cooperate with any Federal evaluation of the program and provide quarterly or semi-annually any financial reports in a form prescribed by CMS (including the SF269a, Financial Status Report forms). These reports will be designed to outline how grant funds were used and to describe program progress, as well as barriers and measurable outcomes. CMS will provide a format for reporting.
- b) In order for CMS to monitor awardees efforts toward reaching the goals of the grant program awardees must agree to provide CMS with information it may require to assess the functioning and effectiveness of the program and to ensure that the grant monies are expended for the purposes for

which they were awarded. The awardee must submit the following required reports throughout the period of performance: 1) quarterly progress reports, 2) annual report, and 3) final report. CMS will provide the format for these reports.

VII. AGENCY CONTACTS

Questions concerning this grant program are encouraged. Requests to clarify any issues from potential applicants are welcome. Please contact:

Richard Bragg, Ph.D.
Project Officer
Office of Research, Development, and Information
Centers for Medicare & Medicaid Services
Mail Stop C3-19-07
7500 Security Boulevard
Baltimore, Maryland 21244-1850
(410) 786-7250
e-mail - rbragg@cms.hhs.gov

Direct inquiries regarding grant procedures, fiscal matters, or guidance in completing the application forms to:

Centers for Medicare & Medicaid Services
Office of Acquisition and Grants Management
Division Research Contracts and Grants
Attn: Ms. Nettie Faulkner
Mail Stop C2-21-15
7500 Security Boulevard
Baltimore, Maryland 21244-1850
(410) 786-6639
e-mail - nfaulkner@cms.hhs.gov

VIII. OTHER INFORMATION

Meetings – Applicants must include in their application provision for attendance of up to two project members at two research meetings sponsored by CMS.

APPENDIX I

IX. AUTHORITY

Authority: Sections 1110, 1115(a), 1875, 1881(c)(7) and 1881(f) of the Social Security Act (42 U.S.C. 1310, 1315(a) 1395II, 1395rr(c)(7) and 1395rr(f); section 402 of the Social Security Amendments of 1967, as amended (42 U.S.C. 1395b-1); section 222(a) of the Social Security Amendments of 1972, as amended (42 U.S.C. 1395-1 (note)). (Catalog of Federal Domestic Assistance Program No. 93.779, Health Financing Research Demonstrations and Experiments)

